



American Embassy Banjul

Vacancy Announcement

SUBJECT:
COMMUNICATIONS TECHNICIAN

DATE:
04/27/2009 – 05/11/2009

NOTE: All applicants who are not Family Members of USG employees officially assigned to post and under Chief of Mission Authority must have the required work and/or residency permits to be eligible for consideration.

OPEN TO: All Interested Candidates

POSITION: Communications Technician

OPENING DATE: April 27, 2009

CLOSING DATE: May 11, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: Not-Ordinarily Resident: Position Grade: To be determined by Washington

Ordinarily Resident: Position Grade: FSN-6

LENGTH OF HIRE: Indefinite

The U.S. Embassy/Banjul is seeking an experienced individual for the position of Communications Technician in the Information Management Office.

BASIC FUNCTION OF POSITION

Under the direct supervision of the Information Management Officer and the Information Management Specialist, incumbent is responsible for performing installation and maintenance functions of U.S. Embassy Banjul telephone system. These duties involve the installation, modification, maintenance and repair of telephone equipment, such as, telephone handsets of all kinds and key system units in accordance with well documented maintenance and installation procedures and/or site surveys instructions. Position serves as the primary liaison with the local telephone service providers for technical issues.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Completion of High school is required. Diploma in physical science and technology, basic electricity, electrical wiring, electronics, and telecommunications theory is required.

Experience: Two to three years experience in telephone installation and maintenance is required. At least one year with a major telephone company is required.

Language: Level III (good working knowledge speaking and writing) English ability is required. Fluent in one or two local dialect is required.

Knowledge: Knowledge of telephone systems including: operation of telephone and computer networks, voice and data transmission requirements (both wired and wireless), switching systems, cabling and telephone sets is required. Good knowledge of Option 11C Meridian Voice mail and familiarity with the American phones such as M2500, M2016 series.

Abilities/Skills: Ability to use tools and test equipment specific to telephone systems including: transmission test sets, voltage meters, tone generators, basic hand tools such as tape measures, screwdriver, pliers, hammers, and drills. Ability to maintain schedules, organize workloads and exercise good records management. Basic knowledge of computer programs, e.g., Microsoft word, excel, Microsoft outlook, Internet, etc., is required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO
Human Resources Office
U.S. Embassy/Banjul
Kairaba Avenue
Serrekunda

CLOSING DATE FOR THIS POSITION: May 11, 2009

DEFINITIONS

1. AEFM: A type of Eligible Family Member that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. Chief of Mission (COM): Ambassador.
3. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
4. Member of Household: A MOH is a person who: 1) has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) resides at post with the sponsoring employee.
5. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted their main residency to the host country and has the required work and/or residency permits for employment in country.
6. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs of Foreign Service, General Service, and uniformed service members who are eligible for employment under a U.S. government pay plan, on their travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

The US Mission in The Gambia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.